

TO AGENCY PURCHASING PERSONNEL:

If you are issuing bids, requests for proposals or requests for quotes that come within the small purchase exemption, or are being done through a delegation, please note that Executive Order 2009-10, Idaho Code section 67-7903 maybe be applicable. By virtue of operating under an exemption or a delegation, you are responsible to ensure that these are properly applied. The summary below is intended to help you understand the substance of each and how they might impact your purchasing activities. PLEASE CONTACT THE DIVISION OF PURCHASING IF YOU HAVE QUESTIONS AT ANY TIME.

Executive Order 2009-10 [http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html] requires procedures to verify and ensure that contracts for services performed for the State *in* Idaho are with businesses that employ individuals who reside in the United States and are eligible under federal and state law to work in the United States.¹

Idaho Code section 67-7903 [<http://www3.state.id.us/cgi-bin/newidst?sctid=670790003.K>] requires verification of lawful presence in the United States for contracts with natural persons 18 years of age or older.

TO SEE HOW THE DIVISION OF PURCHASING IS APPROACHING THESE LEGAL REQUIREMENTS, SEE THE LINKS OR DOCUMENTS PROVIDED BELOW:

- Instructions to Vendors, Paragraph 17D at http://purchasing.idaho.gov/pdf/terms/solicitation_instructions.pdf
- State of Idaho Standard Terms and Conditions, Paragraph 36 at http://purchasing.idaho.gov/pdf/terms/standard_terms_and_conditions.pdf
- Also, see the attached Item 1 (Verification process related to Idaho Code section 67-7903). http://Purchasing.idaho.gov/pdf/terms/verification_process.pdf